

# OCFO BULLETIN



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## Travel Publications on the OCFO Home Page

A wise observer once said, "the only difference between men and boys, women and girls is the price of their toys!" OCFO has a new toy called Adobe Acrobat. It's intended for the use of all DOL employees looking for a fun and easy way to keep current on travel regulations. Using Adobe Acrobat, OCFO has posted several travel documents to the OCFO Home Page. Available now is the *DLMS 7, Chapter 1, Temporary Duty Guide*, a new *Travel Training Guide* and a new *Permanent Change of Duty Travel Guide*. Coming are revised editions of the *Conference Planning Checklist*, *Long Term Temporary Duty Guide*, and *Guide to Alternative Travel*.

Most of the documents that can be read using Acrobat Reader 3.0 contain a point and click index and a table of contents linked to the text in the document. In the *Temporary Duty Training Guide* all of the text is in question and answer format and is cross linked to the *DLMS 7, Chapter 1*. For example, a *Training Guide* user can find information by pointing and clicking on the Acrobat index or on a line in the table of contents. If more information is needed, the user can click on the *Training Guide's* text and he/she will be taken to the appropriate reference paragraph in *DLMS 7, Chapter 1*.

We want you to have some fun too! Sign-on to the Internet and go to the OCFO home page (<http://gatekeeper.dol.gov/dol/ocfo/>). Find "OCFO Travel Related Publications" and select "Departmental Temporary Duty Travel Training Guidelines". The *Training Guide* will display with the Adobe Index on the left and the text on the right. If you want to see more of the index use your cursor to move the line separating the index box and text box to the right. Now the fun. Within the index go to "Making Arrangements" and click on the triangle to the left of the index line and several questions will appear. Click on "May I travel on Sunday?" and the question and answer from the *Training Guide* will display. Would you like more information? Click anywhere on the answer in the *Training Guide* and paragraph 1-1.104, "Scheduling Travel" from the *DLMS 7, Chapter 1* will appear. Neat toy? Just this once, you have permission to play at work!

Adobe Acrobat and Readers are relatively new software products that allow anyone to read PDF (Portable Document Format) files. No matter in which system the original PDF file was created, it can be read on any other system...Windows, Macintosh, or Unix. To make sure everyone can get Acrobat Reader to read any PDF file, Adobe provides the software on the Internet ([www.adobe.com](http://www.adobe.com)). The software is free and easy to install but check with your LAN administrator to help you get the version that best matches your computer configuration. You too can enjoy Adobe toys. Your suggestions on future applications of this software would be appreciated. Happy Holidays to you and your loved ones!

## EVENTS CALENDAR

### DOLAR\$

12/22/97      December WCF cycle will be run.

IPS HOLIDAY PROCESSING CALENDAR (See page 5.)

### REGIONAL TELECONFERENCE SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Time</u>
01/08/98	Thursday	2:00 p.m.

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## OPERATIONS, DEVELOPMENTS, AND EVENTS

1. We welcome Veronica Freeman to the staff of the Division of Financial Statements. Veronica is a Certified Public Accountant who comes to us from the National Institute of Health where she developed a wealth of knowledge on accounting standards, rules and regulations applicable to the Federal government. This, combined with her knowledge of the compilation of financial statements, makes her an excellent addition to our staff.
2. The December WCF cycle will be run on December, 1997. Agency redistributions will be allowed December 23 through 31, 1997. The OASAM servicing finance offices should ensure, as much as possible, that WCF expenditures for December have been recorded in DOLAR\$ by December 22, 1997.
3. Regional Transit Subsidy. Regional finance offices may process employees' December reimbursement requests in the Transit Subsidy System (TSS) through 2:00 p.m. Eastern Time on January 15, 1997. The disbursements will be in the employees' bank accounts no later than January 21, 1997.
4. FY 1997 Adjusted Trial Balance. DOL's financial management community efforts to expedite the compilation of financial statements for audit were successful. On December 4, 1997, the DOL provided the Office of Inspector General (OIG) with the FY 1997 Adjusted Trial Balance. This was two weeks earlier than last year. Work is proceeding on development of the DOL's Consolidated Financial Statements which are expected to be provided to the OIG early the week of December 15, 1997. This, also, is two weeks earlier than last year.

We learned a lot from this year's effort. We identified areas where work could be accomplished prior to the year-end as well as areas where the compilation process can be expedited. We hope to further improve this effort in fiscal year 1998.

## OPERATIONS, DEVELOPMENTS, AND EVENTS

5. FMFIA Report for FY 1997. DOL's Management Control Policy Board met to discuss the Department's FY 1997 Federal Managers' Financial Integrity Act (FMFIA) report. Although the FMFIA report will be included in the DOL's first Accountability Report to be issued by March 31, 1998, it was decided that a separate report be prepared, even though it may not be issued. There were no new material weaknesses at the Department level to be reported, and there were 5 Department level weaknesses corrected in FY 1997. Currently, there are only 8 Department level material weaknesses to be corrected. Since the implementation of the FMFIA reporting requirements, the Department has identified 156 Department Level material weaknesses and has corrected 148 of them.
6. New Reporting Requirements for FY 1998. FY 1998 will be a hectic year for the Federal government financial community. The Federal Accounting Standards Advisory Board (FASAB) in coordination with the Office of Management and Budget (OMB) has released several standards for implementation in FY 1998. Among these standards are Supplementary Stewardship Reporting and Managerial Cost Accounting. In addition, the FASAB already has revisions to these standards either out for comment or soon to be released for comment. Further, OMB Circular 97-01 is effective for FY 1998. This circular will require the reworking of our financial statements and DOLAR\$ transaction codes to provide the additional data required by this Circular. Anyone wishing copies of the FASAB standards and/or the OMB Circular 97-01 should contact Norman Perkins on (202) 219-7700, extension 199.
7. Payroll Year-End Contact. Servicing payroll and administrative offices should contact Retta Wiggins, Payroll Team Leader, regarding any questions concerning payroll year-end processing and procedures at (202) 219-8681, ext. 170.
8. The SC&E early submission schedule for the 1998 leave year is provided on page 7.

## DOLAR\$ AVAILABILITY SCHEDULE

### December 15, 1997, through January 23, 1998

Following are the dates and hours that DOLAR\$ will be available from December 15, 1997, through January 23, 1998. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Brenda Kyle at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6660, ext. 142.

#### DECEMBER 1997

Mon.	Dec. 15	through	Fri.	Dec. 19	-	8:00 a.m. to 8:00 p.m.
Sat.	Dec. 20	through	Sun.	Dec. 21	-	System Closed
Mon.	Dec. 22	through	Tues.	Dec. 23	-	8:00 a.m. to 8:00 p.m.
Wed.	Dec. 24				-	8:00 a.m. to 4:00 p.m.
Thurs.	Dec. 25	through	Sun.	Dec. 28	-	System Closed
Mon.	Dec. 29	through	Tues.	Dec. 30	-	8:00 a.m. to 8:00 p.m.
Wed.	Dec. 31				-	8:00 a.m. to 4:00 p.m.

#### JANUARY 1998

Thurs.	Jan. 1				-	System Closed
Fri.	Jan. 2				-	8:00 a.m. to 8:00 p.m.
Sat.	Jan. 3	through	Sun.	Jan. 4	-	System Closed
Mon.	Jan. 5	through	Fri.	Jan. 9	-	8:00 a.m. to 8:00 p.m.
Sat.	Jan. 10	through	Sun.	Jan. 11	-	System Closed
Mon.	Jan. 12	through	Fri.	Jan. 16	-	8:00 a.m. to 8:00 p.m.
Sat.	Jan. 17	through	Mon.	Jan. 19	-	System Closed
Tues.	Jan. 20	through	Fri.	Jan. 23	-	8:00 a.m. to 8:00 p.m.

## **INTERACTIVE PAYROLL SYSTEM HOLIDAY PROCESSING SCHEDULE**

### DECEMBER 1997 - PAY PERIOD 26

Mon.	Dec. 15	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Dec. 18	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Dec. 19	<u>Early submission</u> of SC&E Reports by 10:00 a.m.
Fri.	Dec. 19	T&A Cycle 1 processed at 10:00 p.m.
Sat.	Dec. 20	Personnel/Payroll Interface 4 processed at 8:00 a.m.
Mon.	Dec. 22	T&A Cycle 2 processed at 8:00 p.m.
Tues.	Dec. 23	T&A Cycle 3 processed at 2:30 p.m. and Payroll Compute.
Wed.	Dec. 24	Payroll certification with an <u>EFT effective date of December 26, 1997</u> , and a check effective date of December 31, 1997.
Thurs.	Dec. 25	Christmas Day
Mon.	Dec. 29	Personnel/Payroll Interface processed at 8:00 a.m.

### JANUARY 1998 - PAY PERIOD 01

No changes to the normal schedule.

### JANUARY 1998 - PAY PERIOD 02

Thurs.	Jan. 8	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Jan. 12	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Jan. 15	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Jan. 16	<u>Early submission</u> of SC&E Reports by 10:00 a.m.
Fri.	Jan. 16	T&A Cycle 1 processed at 10:00 a.m.
Sat.	Jan. 17	Personnel Payroll Interface 4 processed at 8:00 a.m., and T&A Cycle 1 processed at 10:00 a.m.

**INTERACTIVE PAYROLL SYSTEM  
HOLIDAY PROCESSING SCHEDULE**

Mon.	Jan. 19	Martin Luther King, Jr., Day
Tues.	Jan. 20	T&A Cycle 2 processed at 8:00 a.m.
Wed.	Jan. 21	T&A Cycle 3 processed at 2:30 p.m., and Payroll Compute
Thurs.	Jan. 22	Payroll certification with an EFT effective date of January 23, 1998, and a check effective date of January 28, 1998.

(The February 1998 schedule is contained in OCFO Bulletin FY98 No. 01.)

**SC&E EARLY SUBMISSION SCHEDULE  
JANUARY 1998 - JANUARY 1999**

SUBMISSION DAY	SUBMISSION DATE	HOLIDAY DATE	HOLIDAY NAME
Friday	1/16/98	1/19/98	Martin Luther King
Friday	2/13/98	2/16/98	Presidents Day
Friday	5/22/98	5/25/98	Memorial Day
Friday	10/9/97	10/12/98	Columbus Day
Friday	11/6/98	11/11/97	Veterans Day
Friday	11/20/98	11/26/98	Thanksgiving Day
Friday	12/18/98	12/25/98	Christmas Day
Friday	1/15/99	1/18/99	Martin Luther King

## **FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES**

Below are financial management training opportunities being offered by the Center for Applied Financial Management. To read descriptions of the courses, visit the Center's Home Page at the URL below.

<http://www.fms.treas.gov/center/course.html>

You can reserve a space for a scheduled class using the Internet on the Center's Home Page or you may call the Registrar at (202) 874-9560. You can register by faxing a training authorization form to (202) 874-9629. To register by mail, the address is: Financial Education Department, Registrar, The Center for Applied Financial Management, 1990 K Street NW, 3rd Floor, Washington, DC 20006.

All courses, unless noted otherwise, will be held at the Center's training facility located at 1990 K Street NW, Washington, DC.

### **January 1998**

27-29      **Survey of Federal Accounting Concepts and Standards**  
(FASAB Course)

30      **Certifying Officers: Your Roles & Responsibilities**

### **February 1998**

10-12      **The Revenue Standard/Form and Content Statements**  
(FASAB Course)

12-13      **Implications of Federal Appropriations Law**

23      **Basic Accounting Concepts**

24-25      **Managerial Cost Accounting**  
(FASAB Course)

24-25      **Unlocking Key Reports**

26-27      **Federal Asset and Liability Standards**  
(FASAB Course)

### **March 1998**

3-4      **Property, Plant, and Equipment/Stewardship Reporting**  
(FASAB Course)

5-6      **Budget Execution Game**



**FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES****March 1998 (Cont'd)**

- 10-11      **Standard General Ledger: Basic**
- 10-12      **SF 224: Statement of Transactions**
- 12        **Reconciling the Statement of Differences**
- 16-17      **Dollars and \$ence: Making Sense of Treasury's Central Accounting Requirements**
- 18-19      **Accrual World**
- 18-19      **Standard General Ledger: Advanced**
- 30-31      **Unlocking Key Reports**